

## Collaboration Services Content Inventory

This document is meant to be a self-assessment and discovery tool that will help you take the first steps in determining the *right* place for your content when considering storage limitations, permissions, security, type of content, and frequency of access. If you are looking for support from the bConnected team regarding your content strategy, sharing this completed document would be a great first step. [Click here to make your own copy.](#)

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**Department / Unit:**

**Key contact name, email, phone:**

**Briefly describe your functional area(s) and list your area(s) key processes and responsibilities:**

**What types of accounts are being used in your functional area?**

- ☐ Individual Google account
- ☐ Google Shared drive
- ☐ SPA account
- ☐ Not sure
- ☐ Box
- ☐ Sharepoint
- ☐ Other

**What are the names of the Google Shared drives or email addresses for these accounts?**

**How best describes the way you are using your Google account(s)?**

(This includes bDrive, bMail, and Google Photos.) Choose all that apply:

- ☐ Departmental files share

- ☐ Individual contributor work
- ☐ Teaching and learning content
- ☐ Student-created content
- ☐ Personal content (non-work related)
- ☐ Data collection or data repository
- ☐ Second copy of existing data such as: back up, archive of infrequently accessed files, or emergency/disaster recovery.
- ☐ Other

**How best describes the way you are using your Box account(s)? Choose all that apply:**

- ☐ Departmental files share
- ☐ Individual contributor work
- ☐ Teaching and learning content
- ☐ Student-created content
- ☐ Personal content (non-work related)
- ☐ Data collection or data repository
- ☐ Second copy of existing data such as: back up, archive of infrequently accessed files, or emergency/disaster recovery.
- ☐ Other

**What content do you have located somewhere other than collaboration services and what best describes the way you are using it?**

- ☐ Departmental files share
- ☐ Individual contributor work
- ☐ Teaching and learning content
- ☐ Student-created content
- ☐ Personal content (non-work related)

- ☐ Data collection or data repository
- ☐ Second copy of existing data such as: back up, archive of infrequently accessed files, or emergency/disaster recovery.
- ☐ Other

### Focusing on Google more specifically:

**What file types are the majority of the files you store in bDrive? Choose all that apply:**

- ☐ Images (JPEG, PNG, TIFF, etc.)
- ☐ Native Google files (Docs, Sheets, Forms, Slides, etc.)
- ☐ Office Documents (Word, Excel, Powerpoint)
- ☐ Video
- ☐ PDF
- ☐ Adobe Creative Cloud (Photoshop, InDesign, etc.)
- ☐ Text files (.txt, .csv, etc.)
- ☐ Binary data (e.g., raw output from a lab instrument)
- ☐ Other

**Roughly how many people have access to the content you have in this Google account?**

- ☐ 1-5
- ☐ 5-20
- ☐ 20+
- ☐ Likely more than 20 and/or users have permission to share access to other people without my direct knowledge.

**Describe your unit's current structure in terms of sharing permissions and access?**

For example, 'We have several Shared drives, each one made up of members on a team who are working on a particular project. Some folks are members of more than one Shared drive. Some projects are shared with people outside of UCB.'

**What challenges does your unit have with the current structure/process? With the collaboration tools? With the volume of content?****What else do you want to say about the overall strategy (or lack thereof) for managing content, data, email, and photos in your area?****Regarding sensitive data****Are you storing any sensitive/restricted data in bDrive?\* Choose all that apply:**

- ☐ Yes, HIPAA / Protected Health Information (PHI) / Health Insurance Information, etc
- ☐ Yes, individually identifiable human subjects research data (i.e. IRB determined as high risk)
- ☐ Yes, FERPA Protected Student Records
- ☐ Yes, personally identifiable financial , payroll, accounting records
- ☐ Yes, government issued identification numbers (SSN, Tax ID, Drivers License Number, etc)
- ☐ Yes, data is protected or restricted by contract, grant, or other agreement terms and conditions
- ☐ Yes, protected under GDPR or California Consumer Privacy Act (CCPA)
- ☐ No to all of the above
- ☐ Other

**Is sensitive/restricted data encrypted before being stored on bDrive?**

- ☐ Yes
- ☐ No
- ☐ Not sure

**Next steps:**

Begin to take an inventory of the topics of *content* in the folders in your bDrive My Drive folder, in your unit's Google Shared drives, SPA accounts, and Box accounts. Check out [Organizational Strategy for Collaborative Content](#) for a detailed step by step guide for creating an organization strategy for your department or collaborative organization.